

Procedure 6120: Faculty Attendance and Leave – Paid and Unpaid

Summary of Key Changes

The Procedure has been updated as follows:

- Clarified the faculty absence notification process;
- Added language outlining the criteria for changes in course modality;
- Replaced the requirement to report in person to the Dean's office on the intervening day between sick days with a "check in;"
- Added a new section titled "Weather Emergencies."



PROCEDURE

Faculty Attendance and Leave – Paid and Unpaid

Procedure Administrator: Associate VP for Human Resources

Authority: N.J.A.C. 4A:6-1.1 et seq.; SFT Bargaining Unit Contract

Effective Date: October 2, 1995; April 17, 2012; December 29, 2018; April 22, 2021;
TBD

Index Cross-References: Policy VI-11.1 Office Hours, Work Week, Lunch Period,
Breaks and Emergency Closing

Procedure File Number: 6120

Approved By: Dr. Joe Bertolino, President

I. Faculty Attendance and Absence Reporting

The general expectation is that faculty will meet for each of their classes every day that they are scheduled to meet, from the beginning to the end of each semester. Full and part-time faculty are expected to keep office hours on a regular, posted schedule, and to be present for other normal obligations during the academic year.

Faculty members unable to attend a class meeting due to unforeseen circumstances must notify their respective Dean's office at least twenty-four hours in advance, when possible. A faculty member will not cancel a class meeting without prior notice to their School

A faculty member who is absent from a class meeting for legitimate professional reasons with the permission of the Dean (such as—but not limited to—attendance at professional meetings, University business, etc.) is considered present for the purpose of time keeping. Any other absence must be accounted for on the Recap Time Sheet, either as an approved type of paid leave absence—such as sick leave or jury duty—or as an unpaid absence.

To ensure that faculty and students are prepared for the appropriate modality in each of their classes, the expectation is that faculty will meet for each of their classes every day that they are scheduled to meet, from the beginning to the end of each semester, in the originally designated class modality.

Any in-person or online synchronous class sessions that will not meet in their designated modality will be noted in the syllabus. In rare, non-medical instances when such sessions cannot meet as planned, or if syllabus changes become necessary after publication, instructors may transition to an alternate modality if reviewed and approved by their dean.

II. Medical, FMLA, and accessibility matters must be approved through Human Resources.

III. Faculty Sick Leave

The following provisions apply to sick leave:

- A faculty member who is absent for all classes on a given day is charged a full sick day.
- A faculty member who has more than one class on a given day and is absent from some but present for at least one class, is charged with the number of sick hours prorated according to the percentage of the day's classes that were missed.
- If a faculty member is absent and charged with sick days on two scheduled teaching days on which that faculty member has classes, and there is an intervening day on which they do not normally have classes, the intervening day will also be considered a sick day unless the faculty member checks in with their Dean's office on the intervening day. For example, if a faculty member cancels classes on Monday and Tuesday due to illness and has a class on Thursday of the same week, then Wednesday of that week will be considered a sick day unless the faculty member checks in with the Dean's office.

Adjunct faculty are not eligible for sick leave. Deans will, however, keep accurate records of adjunct faculty attendance and take appropriate action if absence is not for legitimate reasons.

IV. Weather Emergencies

Weather emergencies do not count against attendance reporting. During periods of inclement weather, faculty should refer to Policy VI-11.1 Office Hours, Work Week, Lunch Period, Breaks and Emergency Closing. Online classes will not be held while the University is closed, regardless of the class's scheduled modality.

Review History:

	Date
Procedure Administrator	
Divisional Executive	
General Counsel	
Cabinet	
President	